Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

24 October 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [redacted]
Director of Information Services

SUBJECT: OIS Weekly Report (17-23 October 1985)

A. WORK IN PROGRESS

1. HISTORICAL REVIEW PROGRAM ACTIVITIES. Five review officers from the Classification Review Division (CRD) participated in a search for records from the Central Intelligence Group (CIG) that would be suitable for the Historical Review Program (HRP). The search--at the Agency Archives and Records Center (AARC)-- was guided by data from records retirement sheets of the Directorate of Operations (DO). One hundred twenty-six linear feet were reviewed. Of this material, eight linear feet were intensively examined. Unfortunately, none of the material met the primary criteria for the HRP; i.e., CIG's institutional history, policy-making processes, and finished CIG intelligence reports. In light of this preliminary finding, CRD is suggesting two options: (a) helping the DO work out a different system to get a better fix--from a historical perspective--on the CIG records; or (b) systematically examining every CIG records box for material of greatest interest. Discussions will be held with DO regarding the next step.

2. MACHINE-READABLE RECORDS. Representatives from the Information Resources Management Division (IRMD) have been working with Agency components in developing records schedules for their machine-readable systems. They assisted the Office of Finance's Records Management Officer (RMO) in collecting information that will be used to draft a
25X1 machine-readable schedule item for the [redacted]
25X1 [redacted] one of the two remaining OF systems to be done. A similar procedure will be applied to the remaining system, Support of CIA Retirement and Disability System. They also completed drafting a machine-readable item for the Office of Logistics' Federal Automated Requisitioning System (FARS). They will coordinate the draft with OL/RMO and FARS System personnel. [redacted] 25X1

25X1 [redacted]

[redacted]

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

3. TRIS ACTIVITIES. Representatives from IRMD and the RMO for the DCI area met with personnel of the Executive Registry (ER) to discuss converting material in the ER data base to that of CDOCS--the document control and records management portion of TRIS. The DCI/RMO would prefer to have his current Common-Use Automated Registry System (CARS) data produced in several different report formats rather than have IRMD convert the data from his CARS system into the CDOCS structure. IRMD will contact OIT and, if this approach does not prove satisfactory, conversion of the ER data base will have to be re-considered.

IRMD personnel continue to provide assistance to area Top Secret Control Officers (TSCO) in the use of the TSCADS' portion of TRIS. In the Office of Personnel, the TSCOs were having difficulty accessing their documents and the Office of Scientific and Weapons Research was experiencing difficulty in receipting their documents. In the Office of the Deputy Director for Intelligence the TSCO needed assistance in recording information into TSCADS that had not been entered before data in the old TSCADS was converted.

4. TOP SECRET DOCUMENT SEARCH. Our annuitants continue their efforts to locate unaccounted for Top Secret collateral documents throughout the Agency. The search in the last division of OSWR is almost finished. This will complete all the office areas of the DI components. Two hundred and seventy-four cubic feet of material were searched at AARC. Sixty nine TS documents were identified; 51 of which were charged to O/DDI and 18 whose ownership must be determined.

5. INFORMATION SERVICES CENTER. The Chief of the Information
25X1 Services Center (ISC) [redacted] briefed senior managers of the
25X1 Office of Communications (OC) on the new suspense system that [redacted]
25X1 will operate. The Chief of Operations, OC, had asked [redacted] to develop a suspense system that will enable senior OC management and division chiefs to track assigned actions. After all of the division chiefs have been briefed, and passwords obtained, the system will be activated. One
25X1 ISC clerk has been assigned to operate the system. [redacted] has begun using the CDOCS portion of TRIS.

6. IRMD SURVEY ACTIVITY. Representatives from IRMD met with the Chief of Operations, OC, to discuss the scheduled survey of OC's information handling and records management practices. The DDA/RMO and the OC/RMO also participated in the meeting. IRMD representatives discussed the survey procedures, scope, reporting mechanism, and timing. The Chief of Operations, OC, was eager to have the survey, promised full cooperation, and asked that some domestic and overseas communications facilities be included. The survey will begin on 4 November and is expected to take about three months. In other survey activity, a draft report of the Office of Legislative Liaison's survey is nearing completion. Survey interviews with members of the Intelligence Community Staff regarding the staffing of the ICS registry have been completed and a report on the findings and recommendations is being prepared.

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. REPORT ON POSSIBLE UNAUTHORIZED DISCLOSURES. A letter was prepared for the signature of the Director of Information Services (D/OIS) to be sent to the Director, Information Security Oversight Office (ISOO). The letter reports the number of items referred to the Department of Justice that were considered to be unauthorized disclosures for the period 1 April 1985 to 30 September 1985. D/OIS offered to arrange a briefing on these disclosures for ISOO. Reporting unauthorized disclosures to ISOO is required under EO 12365.

2. VISITORS AT AARC. Several officers from the Office of Current Production and Analytic Support continued their review of map negatives in order to reduce the volume of holdings. Forty-eight security officers 25X1 attended a conference [redacted] and came to AARC unexpectedly requesting a briefing and tour. The AARC staff responded graciously. [redacted] 25X1

3. AGENCY DOCUMENTS PERTAINING TO THE CHURCH COMMITTEE. During the office records survey of OLL by IRMD, approximately 60 feet of records relating to the Church Committee were located. CRD was advised and plans to ask OLL for permission to review the material to see if it qualifies for inclusion in the RIMS database.

4. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial requests continues downward. It now stands at 1909. A

25X1 [redacted]

B. SCHEDULED EVENTS.

1. The Directorate RMOs will meet on 25 October to hear a presentation from Major Jim Valdez on the Air Force's Automated Records Management System.

2. Twenty personnel are scheduled for training in CDOCS during the week of 4-8 November.

25X1 [redacted]

Attachment

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

23 October 1985

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM: [redacted]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (16 - 22 October 1985)

1. The Week in Review	16 - 22 October 1985	1985 Weekly Average
a. New cases	37	54.5
b. Cases closed	55	78.7
c. New appeals logged	3	2.6
d. Appeals closed	3	1.6
e. Manpower (man-weeks)	71.9	99.8

2. Current Backlogs

a. Initial requests - 1909
b. Requests in administrative appeal - 181
c. Requests in litigation - 77

3. Spotlighted Requests

STAT [redacted]

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

STAT
Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Page Denied

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

STAT IPD [redacted] (23 October 1985) (FINAL)

Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OLL
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
1 - DDO/IRO
STAT 25 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OTE/MAT
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

22 October 1985

MEMORANDUM FOR: Director of Information Services

STAT

FROM: Chief, CRD

SUBJECT: Weekly Report, 16-21 October 1985

1. During this period five members of the HRB participated with DO representatives in a search at AARC for CIG records suitable for inclusion in the Historical Review Program. Guided by data from DO records retirement sheets and by [redacted] the DO person most knowledgeable of these records, we searched 126 linear feet from 13 different jobs looking for documents dated 1946-47. Eight linear feet that contained large blocks of records rather than scattered material were intensively examined for subject matter and degree of declassifiability. This effort failed to locate the CIG material of the greatest interest, i.e., that concerning CIG's institutional history, policy-making processes, and finished intelligence reporting. Instead, the coherent blocks found consist mostly of unevaluated field reporting and operational traffic out of Washington. This material is not the type the HRP is primarily interested in, and in any case would prove difficult or impossible to declassify. If OIS continues this effort, its options would be: (1) helping the DO to work out a different system to put a better fix on their CIG records; or (2) systematically putting every CIG records box (there are hundreds) off the AARC shelves looking for the material of greatest interest. Discussions will be undertaken to determine the next step.

STAT

2. [redacted] of IRMD/ICB, who is involved in an office records survey of OLL, reported that OLL has about 60 feet of records relating to the Church Committee which are inactive and taking up office space unnecessarily. CRD, who is always looking for sensitive information that has been put into the public domain, might find it useful to check these documents for possible inclusion of appropriate items in the RIMS database. While CRD most likely would not be interested in retaining the documents, we would like to examine them before they are retired or otherwise disposed of. To ensure this, CRD will contact OLL and arrange to inspect these Church Committee records for possible use in the RIMS program.

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

25X1

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Page Denied

Next 5 Page(s) In Document Denied

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

CONFIDENTIAL

22 October 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (16 - 22 October 1985)

1. Work in Progress

25X1 a. Machine-Readable Records. [redacted] and
25X1 [redacted] Information Management Branch, have been working with components in developing records schedules for their
25X1 machine-readable systems. They assisted [redacted] the Records Management Officer for the Office of Finance, in
25X1 interviewing [redacted] Chief, Special Payroll Operations
25X1 Branch, Compensation Division, OF, and [redacted] the ADP Control
25X1 Officer, OF, to collect information on [redacted]
25X1 [redacted] The information gathered will enable
25X1 Messrs. [redacted] to help [redacted] in drafting a
25X1 machine-readable schedule item [redacted] one of the two remaining OF systems that need to be added to the OF schedule. A 23 October meeting is scheduled to begin similar efforts on the remaining system, Support of CIA Retirement and Disability System (CIARDS).
[redacted] 25X1

25X1 Messrs. [redacted] also completed drafting a machine-readable schedule item for the Office of Logistics' Federal Automated Requisitioning System (FARS). A meeting is being
25X1 scheduled to review the draft with [redacted] Records Management Officer, OL, and with FARS System personnel. Talks with Inventory Control System personnel, the next OL system to be scheduled, are expected to resume soon.

25X1 b. TRIS. Members of the Information Technology Branch and [redacted] Records Management Officer for the DCI area, met with representatives of the Executive Registry to discuss the possibility of converting material in the Executive Registry's data base to that of CDOCS--the document control and records management portion of TRIS. The DCI RMO indicated that he preferred to have his current Common-Use Automated Registry System (CARS) data produced in several different report formats, rather than have ITB attempt to convert the data from its CARS system into the CDOCS structure. ITB will contact OIT and coordinate the generation of

25X1 [redacted] [redacted]

CONFIDENTIAL

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

reports by OIT to satisfy ER's requirement. If this approach does not prove satisfactory, then conversion of the ER data base will have to be re-considered.

Additional editing of the TSCADS and CDOCS user manuals has caused delay in sending these documents to P&PD for printing. The TSCADS manual should be ready within the week and the CDOCS manual will be delivered somewhat later. Current users of TSCADS and CDOCS have a draft of both manuals to use until P&PD completes the printing. In addition, 20 students are registered for the two training sessions in CDOCS that are scheduled for the week of 4-8 November.

Members of the Document Accountability Section continue to provide assistance to area Top Secret Control Officers in the use
25X1 of the TSCADS' portion of TRIS. [redacted] visited control officers in the Offices of Personnel and Scientific and Weapons Research to assist users. In OP, the TSCOs were having difficulty accessing their documents because they had been given improper signons. OSWR was experiencing difficulty in receipting
25X1 documents. [redacted] assisted the control officer in the Office of the Deputy Director for Intelligence in recording information into TSCADS that had not been entered prior to the conversion of data.

c. Top Secret Documents. Our annuitants continue their efforts to locate unaccounted for Top Secret documents throughout
25X1 the Agency. [redacted] is winding up her search activity for TS documents in the last division in OSWR. Once her review is completed, all the office areas of DI components will have been searched for missing documents. Upon completing this search, some time will be spent going through retirement jobs for some DI
25X1 components at the Records Center. [redacted] one of our annuitants
25X1 who has been sidelined by illness, will join [redacted] in
25X1 this search activity at the Center. Last week, [redacted] reviewed some 274 cubic feet of material, identifying 69 TS documents, 51 of which were charged to O/DDI and 18 whose ownership must be determined.

25X1 d. Information Services Center. [redacted] Chief of the
25X1 ISC in [redacted] briefed senior managers of the Office of Communications on the new suspense system that the Center will
25X1 operate for the office. [redacted] Chief of Operations, OC, had asked the Center to develop a suspense system that would enable senior OC management and division chiefs to keep track of assigned actions. After all of the division chiefs have been briefed and passwords obtained, the system will be activated during the next week. One ISC clerk has been assigned the duty of operating the system and is testing it this week. In addition, the Center began using the CDOCS portion of TRIS to control incoming and outgoing documents for the Office of Logistics.

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Work began on cabling to support the operation of laser and hetra printers that will be installed in the Ames Building ISC. If the cable work is completed by 24 October, then these printers will be installed and tested later this week and early next week. The transfer of responsibility for the operation of the printers could occur next week providing test results are satisfactory.

25X1 e. Survey Activity. Chief, IRMD, [redacted] Chief,
25X1 Information Control Branch, and [redacted] ICB, met with
25X1 [redacted] Chief of Operations, OC, to discuss the initiation of a survey of that office's information handling and records
25X1 management practices. [redacted] Records Management Officer for
25X1 the Directorate of Administration, and [redacted] RMO, OC, also participated in the meeting. The IRMD representatives discussed the survey process: procedures, the scope, results, reporting
25X1 mechanisms, and timing. [redacted] indicated that the office was eager to have the survey, promised full cooperation, and asked that some domestic and overseas communication facilities be included in the review. The survey will begin on 4 November and will be carried out by three to four members of the ICB. Because of the size of the office, the survey is expected to take about three months to complete.

25X1 Other ICB survey activity is winding down. [redacted] and
25X1 [redacted] are preparing a draft report of their survey of the
25X1 Office of Legislative Liaison. [redacted] completed her interviews with members of the Intelligence Community Staff in connection with her examination of the staffing requirements of the ICS registry. She has begun work on a report that will provide her findings and recommendations on staffing levels.

2. Significant Events and Activities

25X1 a. ISOO. [redacted] Information Management Branch, prepared a letter for D/OIS' signature to the Director, Information Security Oversight Office (ISOO), on the number of items referred to the Department of Justice which were considered to be unauthorized disclosures for the period 1 April 1985 to 30 September 1985. The Agency also offered to arrange a briefing on these disclosures for ISOO if they wish. Reporting unauthorized disclosures to ISOO is required under EO 12365.

25X1 b. Laser Printer Operations. Chief, IRMD, met with [redacted] Chief, Information Management Division, OIT, to discuss issues relating to the installation and operation of laser printers in the Ames Building ISC. The date for the installation of the printers has slipped several times and some questions have been raised recently by OIT personnel regarding the staffing of the laser printer operation, as well as the equipment to be housed there. The frequent turnover of personnel responsible for

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

overseeing OIT's role in this transfer has caused problems of continuity in addressing issues and made it difficult to fix responsibility for various actions that need to be taken. The meeting was useful in airing these problems and in identifying the dates for the installation of the printers, and the testing that will be required before the transfer of responsibility occurs. A single point of contact was also identified for OIT who will
25X1 orchestrate the final actions before transfer. [redacted] also re-affirmed his commitment to support the operation once the transfer occurs in Ames Building and the collocation of data access centers with Information Services Centers in the New Headquarters Building.

c. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 22 additions, 42 changes, and 5 deletions.
ARCINS:	Jobs received/edited: 11. Jobs keyed: 7 consisting of 3,234 entries.
Accessions:	Received 18 jobs totaling 256 cubic feet.
Dispositions:	Transferred 50 cubic feet of material to incinerator.
References:	Serviced 1,721 requests for records.

Other: There were a number of visitors to the Records Center during the week. Representatives from the Classification Review Division, OIS, and Information Management Staff, DO, reviewed SSA and CIG material for possible inclusion in the Historical Review Program. Some managers from the Office of
25X1 Central Reference presented a cash award to [redacted] a part-time OCR employee, who has been on detail to the Center. Several officers for the Office of Current Production and Analytic Support continued their review of map negatives stored at the Center, so that a large volume of unneeded ones can be destroyed. Finally, 48 security officers attended a conference at the
25X1 [redacted] and came to the Records Center for a briefing and tour. [redacted] 25X1

3. Scheduled Meetings/Events

The Directorate RMOs will meet on 25 October to hear a presentation from Major Jim Valdez on the Air Force's Automated
25X1 Records Management System. [redacted]

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

22 October 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [redacted]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 16 October through 22 October 1985

1. RPD is currently processing 152 jobs consisting of 104 headquarters and field regulations, 19 headquarters and field notices, 23 headquarters and field handbooks, and a half dozen employee bulletins.

[redacted] 25X1

25X1 [redacted]

These proposed revisions were forwarded to the Office of Security and Office of Personnel for agreement before sending out for Agency-wide coordination. RPD is awaiting the Office of Personnel proposed modification to the current text before further action can be taken.

[redacted] 25X1

25X1 3. RPD returned a proposed revision to [redacted]

25X1 [redacted] to OGC because the proposed revision requiring OGC approval before releasing Agency organizational information and charts was not in consonance with other authorities in the regulations for

[redacted] STAT

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

release of Agency documents and information. Our memorandum also reminded OGC that the regulation is overdue for updating as requested previously by RPD. STAT

25X1

25X1 5. DC/RPD and an RPD editor, attended a quarterly editor's forum titled "Editing as a Career in the CIA" on 21 October in Headquarters. The keynote speaker was Dick Kerr, Associate Deputy Director for Intelligence, followed by editors who gave short presentations of editors' backgrounds and qualifications as well as editing responsibilities of various Agency components. Mr. Kerr agreed with a suggestion from the round table that rotational assignments among Agency components would be beneficial not only to the employees but also to the Agency. The next quarterly editor's forum is scheduled for January 1986. STAT

25X1 6. is attending Delta Data training from 21-23 October. STAT

25X1

Attachment

25X1

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2

Page Denied

Next 1 Page(s) In Document Denied

Sanitized Copy Approved for Release 2011/09/06 : CIA-RDP87-00058R000300550010-2